



Job Location: 400 Deaderick Street – Nashville TN 37243

Director 4 – Child Care Services

The Department's mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Child Care Services is responsible for administering Child and Adult Care Licensing, Child Care Assessment (Quality Improvement Systems), and Child Care Certificate Programs. The Director will manage a team of program directors with overall responsibility for approximately 200 individuals statewide. The child care services division mission is to promote high quality, early childhood environments that are safe, healthy, and educationally rich. This position is a full-time executive services opportunity. This position reports directly to the Assistant Commissioner for Child Care and Community Services.

Position Responsibilities:

- Under direction of the Assistant Commissioner for Child Care and Community Services, the ideal candidate will independently manage all aspects of the Division of Child Care Services
- Primary responsibilities will include Program Administration and Planning and secondary responsibilities include the role of State Administrator for the Child Care Development Fund (CCDF) which will require travel to regional, federal and national meetings as well as field staff visits
- In the role of State Child Care Development Fund Administrator, the Director will develop and administer the funding plan and budget
- Direct program staff in the delivery of best practices in early care and education
- Develop, review, interpret and implement relevant federal and state policies and procedures; determine applicability of new and revised policies and implement changes to existing state policies, as needed
- Develop and uphold professional practices that deliver desired outcomes, measurements and expected future goals for service delivery based upon ongoing program review
- Provide leadership and direction to program staff regarding interpretation and enforcement of licensing procedures and rules
- Provide leadership in recruiting, training, and retaining program staff who effectively support the program's mission
- Actively network and collaborate with early childhood education stakeholders to include participation on relevant boards and councils

- Provide oversight for special initiatives as required

Position Requirements:

- Bachelor's degree in Early Childhood Education, Child Development, Public Administration or other directly related field.
- Master's degree is preferred in directly related field as indicated
- Demonstrated experience and ability to manage a direct team and large scale workforce and successful implementation of accountability measures
- Proven ability and experience to foster teamwork and lead a team and large workforce toward the identified vision and goals
- 5 Years of staff and program management experience with a major program is required.
- Professional experience is strongly preferred in Preschool/Elementary School Administration or leadership in Early Childhood Development programs

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by October 1, 2018. All email submissions must include in the subject line: Child Care Licensing Program Director
- **Target Salary:** \$80, 000 per year. Salary offer will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position, however, could ultimately be designated as (AWS), work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.) This position is not designated with flexible work options.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.